

Appendix J

INFORMATION MANAGEMENT OFFICE

Manages, through a matrix-based organization with the assistance of subordinate supervisors, all Honolulu Engineer District Information Management (IM) activities to include their associated activities, services and facilities in the following Information Mission Areas (IMAs):

- a. Automation (including office automation).
- b. Telecommunications (both voice and data).
- c. Visual Information.
- d. Library.
- e. Records Management.
- f. Printing and Publishing.

The Chief, Information Management (CIM) is the senior IM official within the District. The CIM also serves in a dual-hatted position as the Director of Information Management, Pacific Ocean Division.

1. RESOURCE PLANNING.

a. Fiscal/Financial Management.

(1) Programs and budgets for IMA resources. Prepares the IMO operating budget. Ensures fiscal execution for all IMA functions. Develops funding sources and prepares appropriate District requests, as applicable [e.g., Plant Replacement and Improvement Program (PRIP), Quick Return of Investment Program (QRIP), Base-Level Commercial Equipment (BCE), and Office of the Secretary of the Defense Productivity Investment Fund (OSD PIF)].

(2) Serves as a member of the District's IM Steering, Facilities Improvement and Program and Budget Advisory (PBAC) Committees.

(3) Manages the VW50 facility account. Prepares studies/analyses of charge backs, distribution; monitors and adjusts rates.

b. Information Management Planning.

(1) Establishes policies, procedures and priorities to integrate Division/District-wide IMA activities.

(2) Conducts formal information studies and mission information analyses necessary to determine information requirements and to develop the District information model and IMA vision.

(3) Establishes IMA goals and objectives that address and meet the information requirements of all District elements consistent with those of higher headquarters.

(4) Develops and submits the District Information Management Plan (IMP) to the Division and executes the assigned portion of the approved USACE IMP. Provides IMP guidance and support, as necessary, to all District activities. Develops planning input to Division IMP in support of USACE and USAISC planning responsibility for assigned systems.

(5) Participates in Division and Corps-wide IM planning activities, to include providing recommendations for policy guidance and system support, as directed by higher headquarters.

(6) Serves as the Vice-Chairman of the District IM Steering Committee and as a member of the senior PBAC.

2. PROGRAM MANAGEMENT/LIFE CYCLE MANAGEMENT.

a. Ensures Army standards regarding the life cycle management of information, to include collection, identification, processing, storage, and disposal, are effectively managed and integrated throughout the District.

b. Designs and develops Automated Information Systems (AIS) using approved Army Life Cycle design and development criteria. Monitors and approves contractual AIS design and development.

c. Manages AIS and databases IAW Army-approved system and database maintenance requirements

d. Performs duties as outlined in AR 25-1.

3. INFRASTRUCTURE MANAGEMENT.

a. Information Architecture.

(1) Establishes information architecture IAW the HQ DA Assistant Chief of Staff for Information Management (ACSIM), USA Information Systems Command (USAISC) and USACE guidance and the Army Information Architecture. Recommends architectural and standardization changes to the Division and USACE. Uses information system planning and implementation (ISP/ISPI) methods to develop/update information, data, applications, geographic architecture, and develop/update and complete appropriate projects.

(2) Plans, programs, integrates, coordinates, and evaluates the District information requirements to develop and maintain District information architecture and the IMP. Advises and assists District customers/end-users with the technical and managerial aspects of the requirements determination, documentation and justification process.

b. Automation Infrastructure.

Executes the Corps of Engineer Automated Program (CEAP) and the ISMP Modernization program/plan and initiates implementation. Modernization consists of hardware/software/systems and communications, including essential application and system software conversion necessary for regionalized operations.

c. Telecommunications Infrastructure.

(1) Establishes the District WAN/LAN systems within the District and to the field offices.

(2) Establishes integrated communications systems to include, radio, facsimile, electronic mail services, and satellite phone.

4. OPERATIONS AND MAINTENANCE.

a. General Management and Supervision.

(1) Establishes controls for ensuring the efficient use of personnel, equipment, time, and funds for the IM office.

(2) Approval authority for all District IM personnel actions and advises District Commander on IM personnel requirements/selections.

(3) Monitors and performs inspection of District compliance with HQ DA, USAISC and USACE regulations; Fraud, Waste and Abuse policies; and Internal Control Regulations.

(4) Manages the following through matrix management supervisory responsibility within the District:

(a) Ensures the management of corporate tasks and stewardship of corporate resources. Provides principal management and technical advice to other divisions and staff offices. Recommends IM priorities and resource allocations for the District.

(b) Ensures compatibility of all District hardware, software and communications. Validates District IMA hardware and software requirements.

(c) Researches and determines potential new information technologies for exploration and serves as principal IM technical advisor to the Commander and the IM Steering Committee. Recommends new IMA technologies, provides technology assessments and transition plans. Develops and implements procedures and plans for prototyping hardware and software in the IMA.

(d) Establishes and approves all plans for IMA facility renovations, design and space requirements for District facilities.

(e) Provides all upward reporting to higher HQ. Prepares material for presentations, information requests, and other executive/HQ performance reviews.

(f) Develops the IMA mobilization plan and prepares the District IMA mobilization plan. Coordinates with the Emergency Management Division on all mobilization and emergency requirements. Participates in Emergency Management exercises and emergency operations.

b. Automated Information Systems.

(1) Installs, tests and maintains all AIS and Database Management Systems (DBMS).

(2) Oversees all in-house design/development efforts for appropriate project management, including estimating level of effort, work breakdowns (tasks) and time duration for completion. Establishes milestones for design/development and reports on activity and personnel usage.

(3) Provides oversight for all contracted AIS and database design and development for preparing/reviewing proposed technical approaches, project master plans and contractor Statements of Work.

(4) Provides a clearinghouse for all end-user inquiries through the Help Desk. Screens and refers calls to experts to resolve problems. Performs or coordinates technical support functions for all computer related problems. Areas of technical support include, but are not limited to, trouble shooting problems related to all District standard microcomputer applications, data communications, computer programming, computer peripherals, and desktop publishing.

(5) Performs customer liaison visits with Decision Support Coordinators (DSCs) of the District staff offices/divisions/branches to determine customer satisfaction, to identify potential problems and coordinate actions to enhance end-user computing.

(6) Performs District computer and communications center operations to include:

(a) Computer system programming.

(b) Scheduling operations.

(c) Input/Output control operations.

(d) Data Communications Operations.

c. Telecommunications.

(1) Serves as Network Manager to provide network management and maintenance, performance analysis, interconnectability, and operational strategies.

(2) Serves as Telecommunications Control Officer (TCO). Prepares reports and payments. Certifies calls and charges.

(3) Installs and tests all systems, communications and IMA hardware to ensure effective/normal operations. Installs cables, modems, and multiplexers to build/maintain District local area networks (LANs). Installs and tests long range communications networks.

d. Visual Information.

(1) Manages the digital photographic library, to include the catalog of engineering, construction, administrative, public affairs office, and other briefing-related photographic slides; serves end-users upon request.

(2) Develops and provides executive level graphic arts services through art work, technical illustrations, paintings, graphic presentations, exhibits, displays, multimedia, and three-dimensional models.

(3) Establishes standards for audiovisual services to include electronic publishing, video teleconferencing, illustration, graphics (both manual and computer generated), and networks, including storage and retrieval.

e. Administrative Functions.

(1) Manages the Reports Control Program as outlined in AR 335-15 and serves as Information Management Control Officer (IMCO).

(2) Serves on District committees (Incentive Awards, Historical, Army Performance Improvement, etc.)

f. Printing and Publishing.

Manages the printing and publishing functions. Manages the printing, binding and photo reproduction functions and establishes local policies and procedures. Determines essentiality and method of reproduction to be used. Obtains contract support when necessary.

g. Security.

(1) Co-establishes policies for District IM Security and monitors automation and communications security IAW HQ DA and USACE requirements with the Division Security Manager.

(2) Manages security of the ADP Center.

(a) Implements overall automation system security IAW AR 380-19.

(b) Maintains physical security of system operations and communication facility to include fire and flood protection.

(c) Prepares District Continuity of Operations (COOP) and prepares COOP backups and testing.

h. IM Reimbursable Activities.

Performs IM related work for District customers (e.g., Directorate of Public Works (DPW), US Army Pacific (USARPAC), Federal Emergency Management Agency (FEMA), and Public Works Center (PWC)) under the Support for Others program on a reimbursable work-order basis.

i. Acquisitions.

Determines District IMA acquisition priorities, allocations and procurement policies as part of the District acquisition policy. Serves as the Contracting Officer's Technical Representative (COTR) for IM contracts. Advises District Contracting personnel of IMA Acquisition/Procurement.

j. Mailroom Functions.

Manages the mailroom functions. Operates the installation classified and unclassified correspondence and document control center. Provides courier services between District offices and various other locations. Provides initial receipt and control of classified documents central storage. Serves as Official Mail Control Officer.

k. Engineering Support Services.

Serves as IM Computer Aided Drafting and Design (CADD) and Computer Aided Engineer System (CAES) manager. Coordinates with Programs and Project Management, Engineering, and Construction-Operations regarding CADD/CAES activities.

5. DATA/RECORDS.

a. Manages the data management program.

(1) Serves as Data Manager and coordinates data administration policy matters within the District and acts as liaison between users and the Data Administrator to assure that requirements are met. Maintains data standards and data dictionary and develops entity-relationship data. Plans strategy for data development, implements policy/standards and prepares/updates the Data Administration Plan.

(2) Assures AIS and DBMS life cycle effectiveness by establishing and monitoring appropriate QA standards IAW Army requirements.

(3) Serves as Database Manager, physically designing appropriate corporate database(s). Maintains and updates District databases IAW approved Database Management System (DBMS) methodologies. Develops database schema and sub schema IAW logical database design.

b. Records management program.

(1) Provides policies, procedures and advice on all records administration matters.

(2) Develops standards for maintenance and disposition of hard copy, microform and computer files. Selects and sets standard for procurement of appropriate filing equipment. Conducts surveys to appraise the records management program. Develops and supervises a training program for records management coordinators and assistants, staff officials and files personnel.

(3) Assists Counsel in the Freedom of Information Act Program IAW AR 25-55.

(4) Serves as staff advisor to provide coordination and direction of the Privacy Act Program.

(5) Oversees the forms management program. Controls the need, design and production of local forms. Maintains an automated file of forms for end-users to access and retrieve, when needed. Orders, stores and issues forms and higher echelon publications.

c. Publications management.

Oversees the publication management program IAW AR 25-30, to include reviewing and commenting on draft directives and guidance material of Command publications. Ensures that coordination is complete. Edits, maintains an index, and conducts periodic reviews to effect improvements and economy of requirements. Provides oversight and preparation of the DA 12 series.

d. Correspondence management.

Establishes and supervises the correspondence management program IAW AR 25-50 by working with appropriate administrative personnel to improve correspondence methods through use of the electronic mail system and other computer-enhanced methodologies.

6. LIBRARY SERVICES.

a. Manages the District library program. Administers the informational and technical library, selecting, acquiring, organizing, and retrieving material in support of technical, managerial, scientific, and legal information needs. Prepares bibliographies, literature searches and abstracts as part of the service.

b. Maintains property accounting records for civil library accounts.

7. ACTIVITY CAREER PROGRAM MANAGEMENT.

a. Serves as the District IM Career Manager (CP 34). Advises and monitors District IM personnel progress and development.

b. Serves as the District IM Career Advisor for Engineers and Scientists (CP 18).